



CUSTODIAL SERVICES SUPERINTENDENT

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, and supervise the City of Tempe custodial services and to perform a variety of technical duties in administering the section. Develop methods, procedures and strategies for ensuring best management practices associated with the management and operation of the City of Tempe custodial services.

Supervision Received and Exercised:

Receives general direction from the Deputy Public Works Manager or from other management staff.

Exercises direct supervision over subordinate level supervisory and custodial staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish best practice operational procedures, schedules and methods for custodial services and programs; implement policies and procedures.
- Prepare and administer the annual budget for the Custodial Services section; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Provide oversight and review supply and equipment orders for use by custodial services; coordinate purchase orders for materials, supplies and equipment.
- Coordinate custodial services with other City departments, divisions, sections, and with outside agencies; resolve related complaints and problems.

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- Estimate time, material and costs involved in custodial services; maintain records, prepare and submit necessary reports, memos, drafts and project estimates.
- Plan, prioritize, assign, supervise and review the work of staff involved in custodial services.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Responsible for selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Meet and confer with events staff and attend event meetings.
- Lead custodial team in developing recommendations and improvements pertaining to custodial services and practices.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Investigate work related accidents; inspect the work of crews while in progress; provide direction and assistance to supervisors and staff.
- Arrange for service, repair and replacement of equipment; requisition supplies and materials.
- Coordinate custodial service activities with other City departments, divisions, and sections, and with outside agencies.
- Develop and monitor custodial sections; arrange for emergency and unscheduled services as required.
- Perform related duties as assigned.

Experience and Training Guidelines:

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in custodial operations, public works operations, or another closely related field. Also, requires one year of supervisory experience.

Training:

Equivalent to the completion of an Associate's degree from an accredited college or university with course work in public administration, business administration or a related field.

Licenses/Certifications:

Requires the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8905

FLSA: Exempt